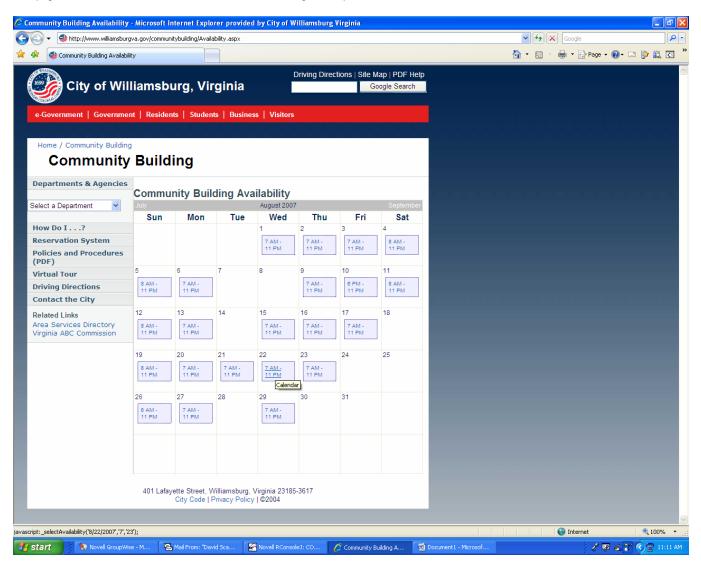
To schedule a date for use of the Community Building, you must first scroll through the calendar to see if your desired date is available. To scroll through the calendar, select the month on the right hand side of the gray bar at the top of the screen. Continue to select the next month until you arrive at your desired month. To go back, simply reverse the process and select the previous month on the left side of the gray bar.

Only dates with a time frame listed on the specific date are available. If the date is blank, there is no availability for that date. To reserve the building for a specific date, simply click the times listed in the box for your specific date.



Once you have selected an available date and time period, the system will automatically launch the reservation agreement for the site. Fill in the required fields for the reservation agreement. The fields that are required by the system are noted with an *. Once the agreement has been completed, click the submit application button

on the bottom of the page. You are then directed to the payments page. From this page, you can pay the damage deposit and the user fee. If you choose, you can pay only the damage deposit fee at this time and pay the user fee within 30 days of your scheduled event. If you choose to not pay either fee at this time, the date that you have selected will remain open and available until the damage deposit has been received.